

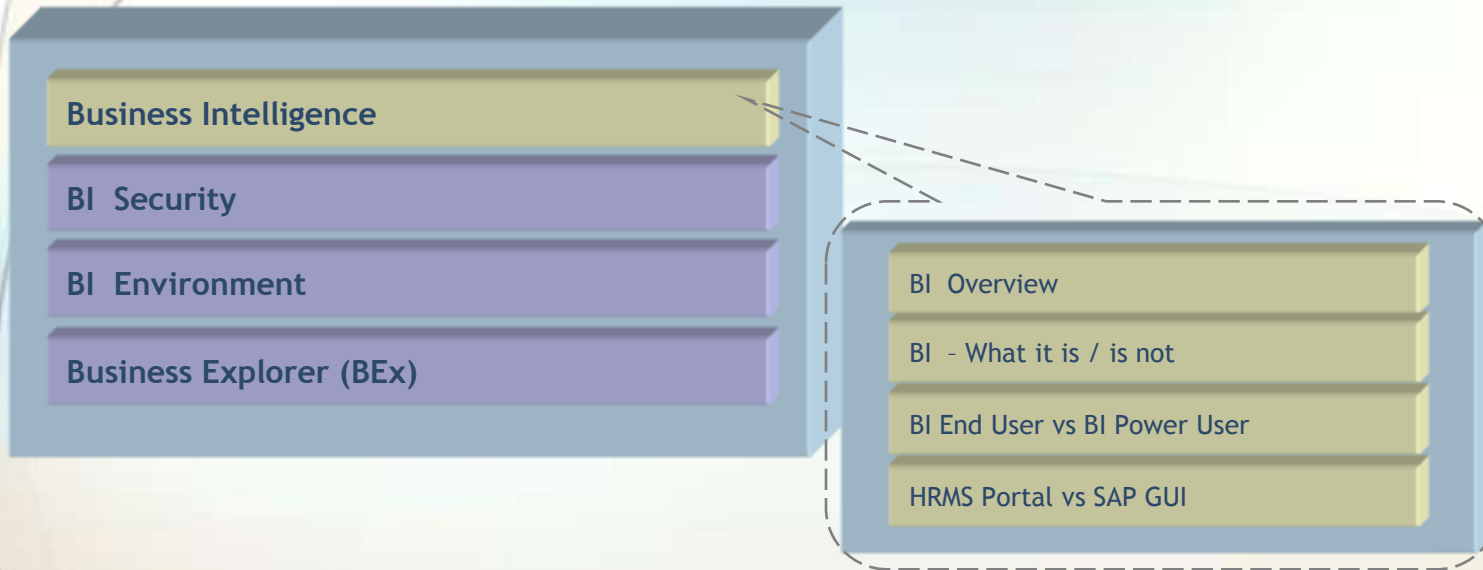
# SAP Business Intelligence Reporting

## Business Intelligence

Washington State HRMS Business Intelligence (BI)  
BI Power User Workshop Materials

General Topics - BI Power Users

The following section provides an overview of the Business Intelligence (BI) .



Business Intelligence (BI) is a reporting tool that provides the ability to run custom reports from the HRMS Portal. BI Power Users will have the ability to create ad hoc queries using BEx Query Designer.

BI is not a complete copy of HRMS data. Data loaded into the BI from HRMS and AFRS is based on BI requirements for reporting and ad hoc query needs.

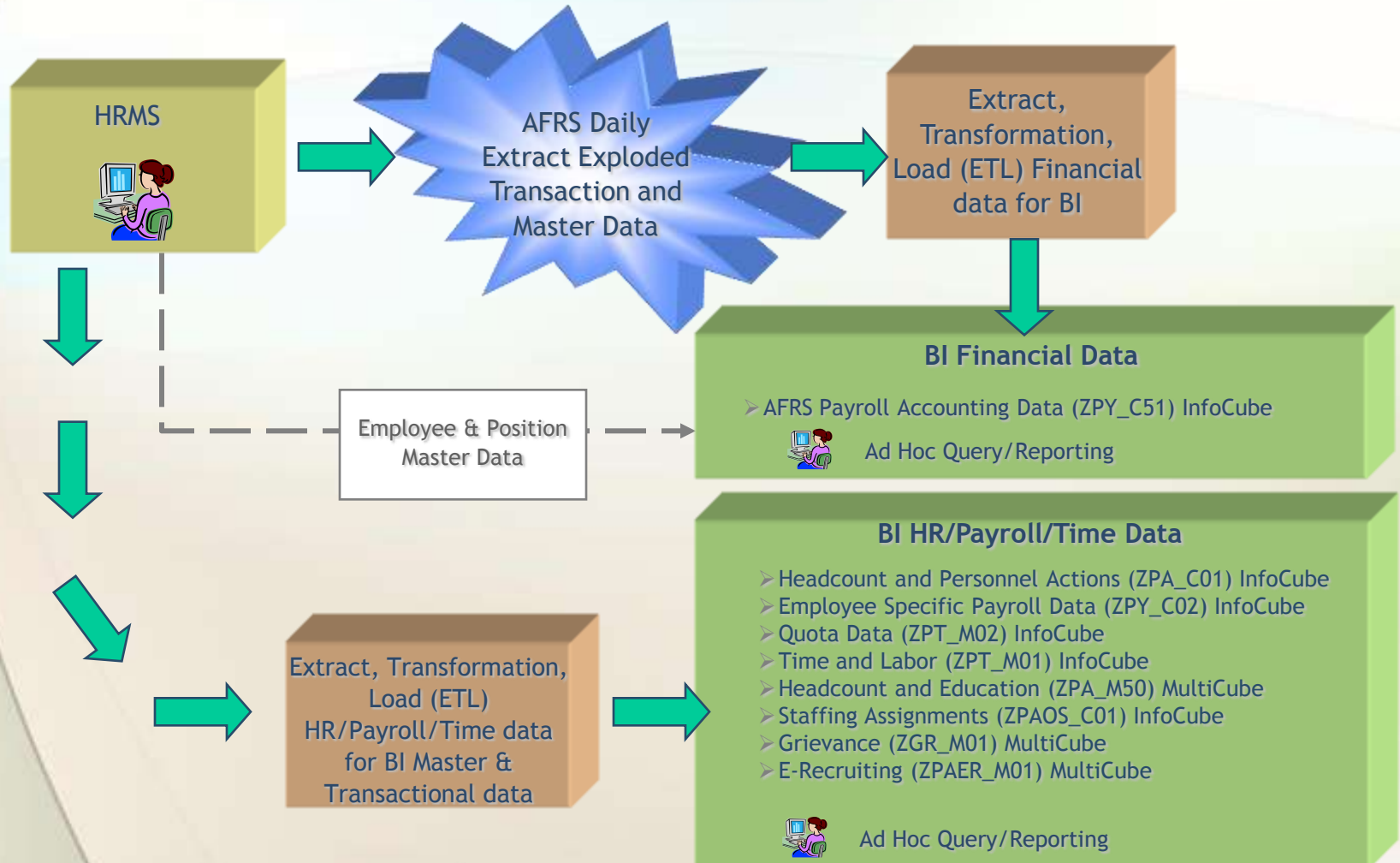
BI provides:

- data loaded at scheduled intervals (it is not “real-time” data)
- transactional and summarized data for display purposes only
- flexible on-line analytical processing (OLAP) capabilities designed specifically for ad hoc queries and reporting
- key HRMS data from the date of HRMS implementation going forward
- the ability to report from data that has been extracted, transformed and loaded (ETL) into BI from HRMS and AFRS



The following illustration shows the Extract, Transformation, and Load (ETL) process of data for BI :

- Financial data: loaded from HRMS to AFRS where the data is “exploded”. The exploded data is then transmitted to HRMS BI into the Financial InfoCube (AFRS Payroll Accounting Data - ZPY\_C51).
- HR/Payroll/Time data: loaded directly to the BI from HRMS into InfoProviders (InfoCubes and MultiCubes).



BI was designed to meet BI HRMS report and ad hoc query requirements based on Washington State's business needs.

BI :

- Allows BI End Users and Power Users to run custom reports from the HRMS Portal
- Allows BI Power Users to create ad hoc queries using BEx Query Designer
- Allows BI End Users and Power Users to perform flexible online analytical processing (OLAP). This includes abilities such as drilling up (removing rows/columns), drilling down (adding rows/columns), sorting and filtering data results

BI is...

- SAP's Business Intelligence  
(SAP = "Systems, Applications and Products in data processing")
- a reporting tool to perform ad hoc query and analysis
- an extraction of transactional and master data from HRMS
- a repository of aggregated, historical data across days/weeks/months/years

BI is NOT...

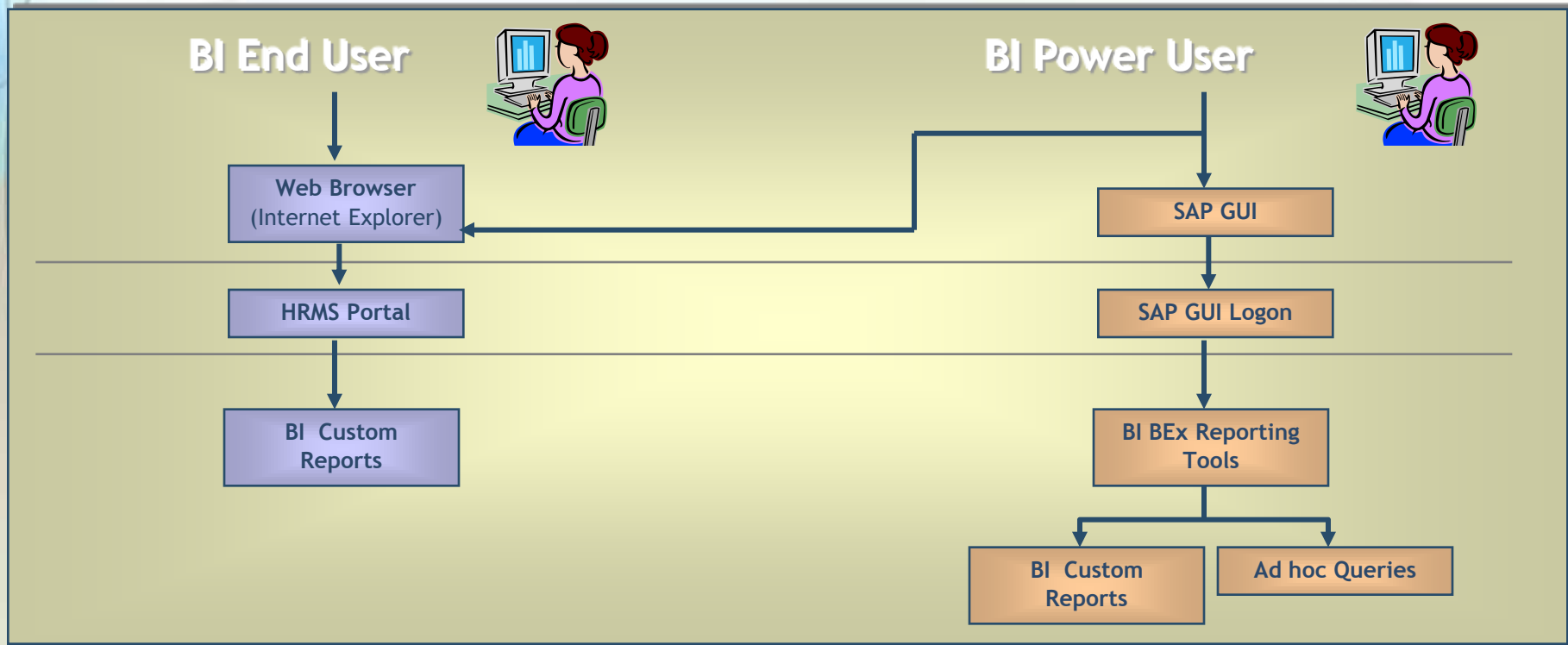
- a source of real-time data. Real-time data is found in source systems, such as HRMS and AFRS
- a tool to download data to populate shadow systems



# BI End User vs BI Power User

The ability to access BI reports is controlled by user roles. Agency users in BI will be assigned either a “BI End User” role or a “BI Power User” role.

- All BI users will have access to BI custom reports from the HRMS Portal
- BI Power Users will have the ability to create ad hoc queries using BEx Query Designer



Continued...

In addition to creating ad hoc queries, BI Power Users have additional responsibilities of managing and maintaining ad hoc queries and reports for their agency. BI Power Users will be the agency's "go to" person for questions regarding BI reports and ad hoc queries. BI End Users need to contact Power Users with agency questions prior to contacting the HRISD Help Desk.

## BI End User

- Can execute BI reports through the HRMS Portal.

## BI Power User

- BI Power Users have the same reporting capabilities as the BI End User plus:
- Can access the BEx Query Designer to develop ad hoc queries for their agency.

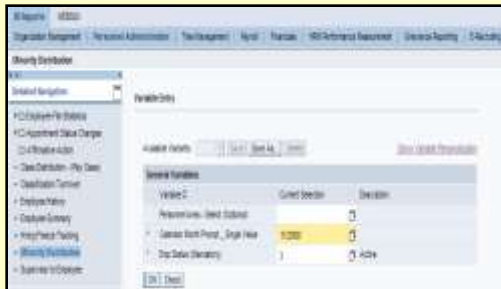
### Additional Responsibilities:

- Will have the additional responsibility of managing and maintaining agency-specific BI queries/reports.
- Will have the additional responsibility of being the agency's "go to" person for BI reporting questions.
- Will have the additional responsibility of working with HRMS/BI Production Support staff to add/modify/delete reports available via the HRMS Portal.
- Needs to attend additional training to use BEx Query Designer.

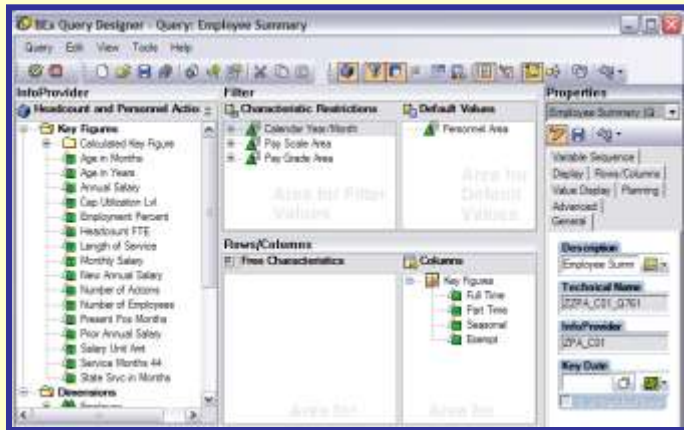
## HRMS Portal vs SAP GUI

HRMS Portal

HRMS BI Custom Report



SAP GUI and (BEx) Query Designer



## HRMS Portal

The HRMS Portal is used to access Business Intelligence reports. It provides single sign-on capabilities and provides access to pre-defined reports through the web.

## SAP GUI

The Business Explorer (BEx) Query Designer is accessed via SAP GUI. It is used to access tools for query building, reporting and analysis functions.

Using SAP GUI and BEx tools, BI Power Users can develop ad hoc queries. Ad hoc queries may be displayed from a web browser or MS Excel.

**BEx will be supported for BI Power Users only.**